



REPLY TO ATTENTION OF:

DEPARTMENT OF THE ARMY
Headquarters, 69th Air Defense Artillery Brigade
Building 275 Battalion Avenue
Fort Hood, Texas 76544

AFVL-GSB-CO

13 October 2009

MEMORANDUM FOR All 69TH Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 69TH Air Defense Artillery Brigade Policy Letter #69-2 Equal Opportunity (EO) Program

1. References.

- a. AR 600-20, Army Command Policy, 13 May 2002
- b. DA Pam 350-20, Unit Equal Opportunity Training Guide, 1 June 1994

2. Purpose. To ensure all members of 69th Air Defense Artillery Brigade, civilian employees, and family members receive equal opportunity and fair treatment without regard to race, color, religion, national origin or gender. This policy applies both on and off base, during duty and non-duty hours, and to working, living, and recreational environments.

3. Discussion. Commanders and leaders at all levels have the primary responsibility for developing and sustaining a healthy EO climate. The EO Program sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability. This philosophy is based on fairness, justice, and equity and is best implemented through the promotion of programs that enhance unit cohesion; prevent, address and correct discriminatory practices; prevent reprisal for those who file a complaint; and take appropriate action with those who violate the Army's policy.

4. Policy.

a. Awareness training. Soldiers need to be aware of the Army Command Policy (AR 600-20) and how it pertains to equal opportunity. Commanders are responsible for implementing policies and programs that will heighten soldier awareness of EO issues and ensure their compliance with EO policies.

b. Reporting. Agencies available to process complaints are any Army EO Advisor (EOA), Inspector General, Chaplain, Provost Marshal, medical agencies, Staff Judge Advocate, Housing Referral Office, and EO/Sexual Harassment HOTLINES.

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Leaders will not preclude or hinder personnel from using these channels and training will include specific information so soldiers know how to file a complaint.

c. Leadership Role. All personnel will be encouraged to resolve issues of prejudicial and discriminatory comments and actions, including inconsiderate remarks, at the lowest level of command. However, prevention and resolution of inappropriate behavior is everyone's concern; it is not just the problem of the victim of the behavior. A person who fails to act to resolve prejudicial and/or discriminatory behavior is condoning the behavior. Therefore, all unit members are obligated to report any and all perceived acts of discrimination to their chain of command so appropriate action can be taken promptly.

5. This command is committed to ensuring a strong EO program is in place. Every commander, supervisor, and member of this command must work as a team to eliminate biases and promote a healthy organizational climate to motivate and maintain soldiers who are prepared to FIGHT ANYWHERE AT ANYTIME.

6. A Copy of this letter will be posted on all unit bulletin boards upon receipt.

7. "GUARDING THE SKIES"



JAMES H. JENKINS III
COL, AD
Commanding